

CURRICULUM VITAE



Full Name: Wuri Diah Rifani

Address: Jl. Raya Condet, Jl. Buluh Gg. Puskesmas RT.007 RW.016 No.16, Cililitan Subdistrict, Kramat Jati District, East Jakarta

Phone: 082114053142

Email: wuridiah Rifani23@gmail.com

LinkedIn: [linkedin.com/in/wuri-diah-rifani-980134231](https://www.linkedin.com/in/wuri-diah-rifani-980134231)

SUMMARY PROFILE

An experienced administration and taxation professional with over 6 years of experience across various industries. Skilled in tax reporting, financial document management, and comprehensive office operations support. Proficient in Microsoft Office, Canva, and online communication platforms such as Zoom and WhatsApp Business. Detail-oriented, communicative, and quick to adapt to new work systems and technologies.

WORK EXPERIENCE

Tax Staff - PT Alam Bersemi Sentosa

Jakarta | November 2023 - May 2025

- Prepared and submitted monthly and annual tax reports (VAT, Income Tax).
- Conducted tax reconciliations and archived e-Invoices.
- Collaborated with external auditors and tax consultants.

General Admin - PT Taglus Materials Indonesia

Jakarta | August 2022 - October 2023

- Handled all administrative documents and company correspondence.
- Supported procurement processes, attendance reporting, and daily operational needs.

- Organized digital and physical archives systematically.

Finance Administrative Assistant - PT Danapaint Indonesia

Jakarta | February 2019 - August 2022

- Prepared daily, weekly, and monthly financial reports.
- Managed invoice payments, petty cash records, and transaction archives.
- Supported internal audits through accurate financial reporting.

Junior Tax Consultant - KKP Soeboer P.S & Partners

Jakarta | November 2017 - January 2019

- Assisted clients in preparing and filing tax reports (Tax Return, Income Tax, VAT).
- Calculated and reviewed clients' tax obligations.
- Prepared documentation for tax audits and provided consultation support.

EDUCATION

Bachelor of Business Administration (BBA)

Perbanas Institute, Jakarta - Graduated 2016

Major: Business Administration and Management

Diploma in Education - Business Administration and Management

University of Indonesia, Depok - Graduated 2014

SKILLS

Technical (Hard Skills):

- Taxation (VAT, Income Tax, e-Invoice, Tax Return)
- Financial and General Administration
- Microsoft Office (Word, Excel, PowerPoint)
- Basic Data Analysis (Advanced Excel)
- Canva (Presentation & Document Design)

- Zoom, Google Meet (Online Meetings)
- WhatsApp Business (Operational Communication)

Non-Technical (Soft Skills):

- Effective Communication
- Document Organization
- Time Management
- Teamwork and Collaboration
- Adaptability and Proactiveness

CERTIFICATION

Tax Brevet A & B - Indonesian Institute of Accountants, 2017